

Administrative/Support Officer

US Government organization is looking to recruit a full-time Administrative/Support Officer to work for its office in Herzliya Pituach. The successful candidate will perform a wide range of activities covering accounting and finance, human resources, logistics, contract management, and general office support. Special training to perform these duties will be provided as required.

Essential Requirements and Qualifications

- Fluent spoken and written English and Hebrew
- Degree and/or professional qualification in Accounting and Finance and/or Human Resources or related discipline.
- Expertise in the full range of support and administrative skills.
- Proficiency in Microsoft Office Word, Excel, PowerPoint.
- Valid driver's license

This is a career opportunity offering the successful candidate a competitive compensation and benefits package. Only candidates who are fully qualified and are shortlisted will be notified within 21 days of the closing date. Shortlisted candidates will be invited for an interview. It is the applicant's responsibility to ensure they are legally able to work in Israel.

By 14 November 2014, identify how you meet the above qualifications and clearly state your interest and qualifications. No telephone calls accepted. Please submit your CV in English with the cover letter to the following address: TA_Jobs@rccb.osis.gov,

Deadline for application: 14 November 2014